

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

NO

OTE 85-1020

DATE

18 June 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA  
7D24, HQS.

6/24

J

2.

3. Executive Registry  
7E12, HQS.

24 JUN 1985

J

4.

5. Executive Director  
7D55, HQS.

6/24/85

WJ

6.

7. DDCI  
7D60, HQS.

8.

9.

DCI

10.

11.

12.

13.

14.

15.



T-103

**CONFIDENTIAL**

Rec  
85-2197

OTE 85-1020

18 June 1985

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence  
Executive Director  
Deputy Director for Administration

25X1 FROM:   
Director of Training and Education

SUBJECT: New Office of Training and Education Courses

1. After listening to your speech in the Auditorium on 13 June, I thought you would be interested in some courses we have recently developed which support your goals for the Agency. Four courses are particularly relevant:

25X1

25X1

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SUBJECT: New Office of Training and Education Courses

25X1  
25X1  
2. We know from our early evaluations of these efforts that the participants and in some cases their managers believe that the courses are very helpful. For example, [REDACTED]

25X1  
3. We, in the Office of Training and Education, are very proud of this training effort, and we will continue to do our best to serve our common goal of improving CIA's intelligence product. [REDACTED]

cc: DDI  
DDO  
DDS&T